



JOB DESCRIPTION

JOB TITLE:	Director of Recreation & Community Services	
DEPARTMENT:	Recreation & Community Services	
REPORTS TO:	City Manager	DATE: May, 2009
EMPLOYEE UNIT:	Management & Confidential	Supersedes: February, 2007
FLSA EXEMPT:	Yes	

JOB SUMMARY: Under the administrative direction of the City Manager, the Recreation and Community Services Director is responsible for performing the professional and administrative functions of planning, directing and coordinating the activities of the department; performs related work as required.

CLASS CHARACTERISTICS: This is an executive management position, with full responsibility for managing the activities of the department. Successful performance of the work requires the ability to independently implement varied programs in conformance with generally accepted standards.

This is an “At-Will” classification which means the Director of Recreation & Community Services serves at the will of the City Manager and may be removed at any time without cause, notice, or right of appeal.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the City Manager, and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Plans, organizes and administers the operation of a comprehensive recreation program for the community, and the development of recreation and parks facilities.
2. Formulates and recommends plans to meet the current and future recreational needs of the community, including programs for acquisition, development and improvement of public areas and facilities.
3. Selects, develops and supervises principal subordinates and direct the selection, placement, training and supervision of other Department employees.
4. Reviews and evaluates employee job performance and take action regarding personnel matters.
5. Establishes and directs Recreation and Community Services Department rules, regulations, policies, procedures, plans and programs to meet current and future needs of the City.
6. Supervises the preparation of the budget, the control of expenditures, and the generation of revenue for the Department.

7. Recommends policies and procedures for the collection of fees and charges for use of facilities.
8. Explains recreation, parks and community service programs to the public.
9. Reviews Department policies, procedures, equipment and manpower utilization.
10. Confers with and assume responsibility for staffing the Parks and Recreation, Library, and Culture & Arts Commissions.
11. Assumes personal responsibility for ensuring the duties of this position are performed in a safe and efficient manner.
12. May serve as Acting City Manager in the City Manager's absence.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Possess a Bachelor's degree from an accredited college in parks and recreation administration or a closely related field. A Masters degree is preferred.
2. Five years of full-time experience performing supervisory and administrative assignments in the management and development of parks and recreation functions in a cost recovery environment.
3. Experience with media relations, operating recreational facilities, strategic planning, park acquisition and park development, finance and budgeting, and collaborative service delivery.

Licenses & Certificates:

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.

Knowledge of:

1. Principles, practices, and techniques of public administration, City government, Recreation and Community Services policies and procedures.
2. City-wide personnel policies.
3. City budget policies and procedures.
4. Principles and practices of management and supervision.
5. Principles of budget preparation and fiscal accounting.
6. Principles of public parks and recreation administration.
7. Reporting and disclosure requirements of government entities.

Skill in:

1. Supervising personnel, including training, assigning, and reviewing work, administering discipline, and conducting performance evaluations.

2. Planning, coordinating, and directing the operations of the Recreation and Community Services Department to achieve established goals and maximize efficiency.
3. Implementing work methods and procedures which promote a safe working environment and ensuring proper staff training in work safety.
4. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
5. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
6. Developing and implementing recommendations regarding work procedures and cost effective services.
7. Interpreting fiscal and accounting procedures, insuring conformity to appropriate standards.
8. Communicating effectively, both orally and in writing.
9. Providing outstanding customer satisfaction (internally and externally).
10. Use of common office software including Microsoft Office and applicable specialized recreation software.

Ability to:

1. Communicate orally and in writing in a clear, concise and convincing manner.
2. Represent the City effectively in meetings with others.
3. Establish and maintain effective working relationships with those contacted in the course of work.
4. Negotiate effective solutions to complex problems.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee generally works 90% indoors and 10% outdoors.
2. The work environment is generally indoors in a temperature-controlled office; some travel is required.
3. Noise level in the work environment is usually moderate.